



Recreation Aide II

City of Miami Gardens, FL. (107,000)

Posted Date: 10/22/10

Deadline: 11/05/10, or until filled

Starting Salary: \$21,871 min. to \$27,339 mid. / DOQ

Nature of Work:

Under close to general supervision, performs a variety of recreation program implementation activities and park maintenance and monitoring at assigned location. Helps promote and maintain open communication with patrons, enforces and follows City and Department rules and regulations. Acts as a lead worker at various facilities. Duties will include completing accurate and detailed administrative work including but not limited to: attendance forms, reports, and payment receipts using various office equipment and computers. All work is done according to standardized and prescribed policies, rules and regulations. Regular and special assignments are outlined by Recreation Supervisor who reviews work through personal inspection. On routine or repetitive assignments, instructions are usually not given unless there is some change in the routine of work to be performed.

Minimum Requirements:

High School Diploma or GED. One (1) year of recreation program implementation or closely related work; one (1) year of experience in light grounds maintenance preferred; or any equivalent combination of relevant training and experience. Basic First Aid/CPR certified; applicants not certified must obtain certification within six months of employment. Must possess and maintain a valid Driver's License throughout employment. Applicants must be able to work varying worksites and shifts, including nights, holidays and weekends. Copies of certifications must be provided at time of application.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens
1515 NW 167th Street, Bldg. 5 - Suite 200
Miami Gardens, FL 33169
Fax: (305) 622-8265
www.miamigardens-fl.gov
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